

Policy: AD-06-30

Policy Title: Safety and Security Policy

Policy Purpose: Establish and implement standardized internal safety and security measures

Implementation Date: 9/26/2006

Revision Date: N/A

TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT SAFETY AND SECURITY POLICY

1. **Purpose** – Establish and implement standardized internal safety and security measures for Westfield Public Works (WPWD). These security measures supplement the WPWD Comprehensive Safety Program’s Emergency Action Plan (See Section A 8-1). This policy has been written to improve our response to the potential increased threat of terrorism.
2. **Scope** – This policy will be applicable for all WPWD offices and off site facilities – water and waste water treatment plants, booster and lift stations.
3. **Definitions**
 - a. Emergency Action Plan (EAP)– OSHA’s mandated plan (29 CFR 1910.38). Provides umbrella guidance for WPWD’s emergency procedures. See Section A 8-1 in the Comprehensive Safety Program.
 - b. WPWD levels of security (in accordance with state and federal guidelines) Classification of Terrorist Threats – The Homeland Security Advisory System has five threat conditions, each identified by a description and corresponding color. From lowest to highest, the levels and colors are:
 - i. Low Condition (Green). This condition is declared when there is a low risk of an incident or a terrorist attack.
 - ii. Guarded Condition (Blue). This condition is declared when there is a general risk of terrorist attacks.
 - iii. Elevated Condition (Yellow). An Elevated Condition is declared when there is a significant risk of terrorist attacks.
 - iv. High Condition (Orange). A High Condition is declared when there is a high risk of terrorist attacks. The potential threat is credible. Notification of local authorities to include the county emergency management agency and/or local law enforcement agency (police departments or sheriff departments) may be warranted. If targeting or surveillance activities have been detected, specific information concerning the details of such activity will need to be conveyed to law enforcement agencies to include the FBI.
 - v. Severe Condition (Red). A Severe Condition reflects a severe risk of terrorist attacks. Impose lock down of selected facilities or locations, downsizing or relocation of selected personnel initiated for safety and security reasons.
 - c. Emergency Operations Center (EOC) – Location within WPWD where control of the situation or emergency is being performed; communications

with the water and wastewater plants, the Town of Westfield, the Hamilton County Emergency Management Agency or with the Indiana Department of Homeland Security can take place. This location is the SCADA control room and the WPWD main conference room. Activities and functions of the EOC are spelled out in the EAP (A 8-21 through 23).

- d. Authorized individual – A Westfield Public Works employee with a Westfield picture identification.
- e. Unauthorized individual – Does not have reason or legitimate business at a WPWD facility or location.
- f. Contractor/visitor – Has legitimate reason to be on the premises and possesses appropriate personal identification.

4. Responsibilities

- a. When entering the WPWD campus, all contractor/visitors will sign in at the administrative office located through door number 1. This will ensure accountability of all personnel in the event of a building evacuation or during incident response. Contractors and their employees must have at least one picture identification in their possession and show this identification to WPWD administrative staff upon request. Based on the situation WPWD will convey to the contractor whether there is a need to escort them on WPWD premises. Contractors will have in their possession a company issued photo identification prior to starting work or making deliveries of hazardous materials/chemicals and will produce this upon request.
- b. Contractors will coordinate at least one day prior to arrival and delivery of hazardous materials the date, time of delivery, type of product to be delivered and contracted personnel by name that will be visiting the WPWD water or wastewater facility.
- c. Based on the security requirements, contractors/visitors in the WPWD main office complex may be required to wear the appropriate visitors identification.
- d. All WPWD employees will review the WPWD emergency action plan (Section A 8-1), know where and have access to this safety and security plan, know the location of their closest numbered exit, know who their fire captain is and know where their designated rally points are outside of the building(s).
- e. Communication - All WPWD employees will ensure that they can be contacted in an emergency. They will have in their possession a digital pager, cellular telephone or radio. WPWD management will ensure that the numbers on file in these emergency plans are current.
- f. If at any time an unescorted visitor/contractor is seen in the building, WPWD employees will ask how you can help them and who they are here to see. Close the loop and ensure unauthorized people are not wandering buildings or offices.
- g. If you are hosting a meeting, maintain accountability of your guests/visitors. Inform them of where the exits are located and where they should meet in the event of an evacuation.

5. Procedures

- a. Entry into the WPWD main office (refer to attached campus map)
 - i. Center door # 1 is unlocked from 7:30 am to 5:00 pm. During the course of a normal work day, the main office and reception area will be staffed by one or more WPWD employees. Based on the situation and security level, the center door #1 may be closed and access into the facility restricted. At least one or more WPWD or law enforcement personnel assigned to the main office to monitor access into the facility. A temporary pass card will be provided to the visitor at the receptionist workstation. This will be provided for visitors who have a need or reason to be allowed entry into the facility during an orange or red security level condition.
 - ii. During a Green, Blue or Yellow security condition, all visitors/contractors must report to the main office reception area via door #1, and inform the Director of First Impressions with whom they have an appointment. All visitor/contractors will fill out the requested information in the visitor ledger at the receptionist workstation adjacent to door #1. After signing the guest ledger, visitors/contractors may be issued a temporary ID card. Visitor or contractor IDs will be worn on the collar, waistline, or the pocket at all times while in the WPWD main office or other facilities. The WPWD employee will escort the visitor/contractor to his/her place of business (office, conference room).
- b. Security measures during an Orange or Red security threat level
 - i. The following lock down activities will be implemented as directed by the Director of Westfield Public Works. Selected employees will continue to use established guidelines to enter the building. A call box outside of the fenced area will be provided for anyone who wants to enter the WPW campus.
 - ii. All WPWD departments will use the attached security checklist if directed to do so.
- c. Sorting and opening mail
 - i. Any letter or package that has been delivered by the mail service that does not have a return address on it, or can't be verified because of misspelled words or because the writing is difficult to read will be held in the mailroom. Other warning signs are items marked with restrictive markings like the words "personal," "confidential," or "open by addressee only." These will also be retained in the mailroom. Notify your supervisor who will in turn call the safety coordinator, the Technical Services Manager or the Director of WPWD. Also contact the local law enforcement agencies or the county emergency management agency (see the name and numbers listed in the WPWD Emergency Action Plan (Section A 8-1).
 - ii. All mail to include **personal** and/or **confidential** mail should be marked as such and placed in an envelope with the WPWD logo on the front and the name of the individual from whom the mail was sent.

This mail will be delivered unopened to the secretary/administrative assistant and then to whomever the mail is addressed to.

- iii. All envelopes and packages that are not labeled confidential and are clearly marked and identified with return addresses can be opened. Envelopes should be attached to the letter and delivered to the secretary/administrative assistant who will in turn deliver the mail to the addressee.
- iv. If there is any concern about the origin of the mail or package and if it is considered to be suspicious, then do not open it.
- v. A package or piece of mail should be considered suspicious if:
 - 1. It is oddly shaped.
 - 2. Has wires sticking out of it.
 - 3. Is lopsided or has unusual weight.
 - 4. Mailed from a foreign country.
 - 5. It has excessive postage.
 - 6. Its address is badly typed, hand written or misspelled.
 - 7. The postmark does not match the city of the return address.
- vi. If you identify a package or piece of mail you consider is suspicious:
 - 1. Do not open or shake it. Everyone should leave the mailroom area immediately.
 - 2. Isolate and cordon off the object and mailroom.
 - 3. Do not let others near it.
 - 4. Notify your supervisor who may call the police based on his/her preliminary investigation.
 - 5. Call the main office and convey this information to Director of WPWD or the safety coordinator or the Technical Services Manager.
- d. If you have touched the package or piece of mail, wash your hands immediately.
- e. An overview of biological threats using mail as the biological agent vehicle or disseminator – what it is and what it is not
 - i. Anthrax – The bacteria causing the disease anthrax (*Bacillus anthracis*) is associated with livestock and some wild animals. It forms a spore (a tiny capsule) which is most dangerous if inhaled, although it can also cause less dangerous symptoms if allowed to enter the skin through a cut or abrasion. It is non-motile between 1 to 6 microns in length, making them ideal to enter the human respiratory system. It takes approximately 8,000 to 10,000 spores to infect an average human. However, for comparison purposes, approximately 25,000 microns fit on a postage stamp.
 - 1. Skin anthrax starts as a small lesion or sore. It grows into a puss filled blister (a vesicle). The vesicle then turns coal black into a scab called an eschar. Symptoms include fever, malaise and headaches. The eschar heals within two to three weeks with treatment.

2. Pulmonary anthrax starts with inhalation of anthrax spores. After an incubation period of one to seven days, an exposed individual develops flu like symptoms that persist for two to three days.
 3. In both cases antibiotics are prescribed if one is exposed.
- ii. Latex gloves and facemasks will be made available to all personnel handling and sorting mail. Make and models will be purchased by the safety coordinator.
- f. What to do if you are notified of a biological or chemical release
 - i. Close all doors and windows.
 - ii. Immediately turn off the Heating Ventilation Air Conditioning (HVAC) system.
 - iii. Turn on the TV/radio and closely follow all official directions from the local and state emergency officials.
 - iv. Do not rush to a hospital or call 9-1-1 to find out what to do.
 - v. In the event you are directed to shelter in place by the authorities, make sure you have enough duct tape and plastic to seal one room of the house or area in which you are working. Remain in that location until told it is safe to leave.

6. Training Procedures

- a. All WPWD employees will be trained on this internal security policy in conjunction with the Emergency Action Plan training. The attached security checklist will be discussed with all employees at least annually.
- b. Measures of performance include:
 - i. Understanding what to do in the event of an emergency based on the procedures of these documents (paragraph 5 CSP EAP A 8-1).
 - ii. Attaining a score of at least 70% on a written performance review conducted at the end of the instruction.



Bruce A. Hauk, Director
Westfield Public Works Department

Westfield Public Works Security Checklist

Date:

1. All WPWD vehicles are locked at all times - ☐ Yes ☐ No
2. During non- business hours 5:15 pm to 7:30 am) doors in all facilities are locked -
☐ Yes ☐ No
3. Emergency exit doors are locked to preclude unauthorized entry - ☐ Yes ☐ No
4. Facility gates are locked at all times - ☐ Yes ☐ No
5. All remote facilities are checked by a WPWD water or wastewater employee
every _____ hours - ☐ Yes ☐ No
6. All WPWD employees are wearing authorized identification around their necks,
collars, pockets or waist line - ☐ Yes ☐ No
7. During an Orange or Red security condition, security coverage is in place at my
facility with a uniformed off-duty police officer on location - ☐ Yes ☐ No
8. Security coverage in the form of random checks by our local authorities is taking
place – ☐ Yes ☐ No
9. Fire hydrant usage letter has been sent to the appropriate authorities - ☐ Yes ☐
No
10. Hydrant meter contractors have received a copy of our hydrant meter usage
agreement detailing their responsibilities - ☐ Yes ☐ No
11. Concrete barricades those on the interstates, also called New Jersey fencing or
barriers) or steel plating has been placed around the one ton containers of chlorine –
☐ Yes ☐ No
12. Security upgrades (see your facility security vulnerability assessment worksheet)
such as fencing, lights or close circuit TV are in place or have been ordered - ☐
Yes ☐ No

If you have checked no above, describe what has been placed on order:

13. Copies of our plans have been provided to our county emergency management
agency/local emergency planning committee - ☐ Yes ☐ No

If you have checked no above, explain why
not: _____

14. Copies of our distribution system map are at my location - ☐ Yes ☐ No

If you have checked no, explain why not:

15. We have implemented visitor/contractor entry procedures for our location outlined in paragraph 5 (above) - ☐ Yes ☐ No

16. We have coordinated dates and times for deliveries with our chemical suppliers – ☐ Yes ☐ No

17. We are verifying chemical suppliers and deliveries by checking IDs and manifests - ☐ Yes ☐ No

18. We have maximized the storage on site of fuel for our generators and chemicals – ☐ Yes ☐ No

19. We have increased the monitoring of chlorine residuals and pH - ☐ Yes ☐ No

20. We are conducting operational checks and performing maintenance on our generator - ☐ Yes ☐ No

21. We have suspended flushing activities - ☐ Yes ☐ No

22. We have suspended all non-regulatory tours of our facilities - ☐ Yes ☐ No

23. We have inspected the contents of the chemicals that have been delivered to our location - ☐ Yes ☐ No

24. We continue to work with our local emergency responders (Emergency Management Agencies and/or Local Emergency Planning Committees) to ensure proper system safety operations and to identify any potentially anomalous conditions. - ☐ Yes ☐ No

25. We continue to conduct refresher training and/or counseling of key personnel on the increased threat and how to respond to incidents - ☐ Yes ☐ No

26. All key personnel have the ability to communicate via pagers or cellular telephones - ☐ Yes ☐ No

27. We are ensuring all chemicals are delivered with security seals on them - ☐ Yes ☐ No

28. We have latex gloves and face masks on hand for our employees that handle our mail – ☐ Yes ☐ No